MYOB EXO Employer Services

Australian Edition

2014.04

Release Notes

MYOB Exo

Contents

Introduction

What's New in this Release?

The 2014.04 release adds new features to EXO Payroll, including the addition of new superannuation export reports and new company email settings. This release also includes fixes to issues identified in previous releases.

The purpose of this document is to provide essential information on the installation and use of this release:

- The **Installation** section provides an overview of the installation process, including pre-installation requirements and post installation steps.
- The **New Features** section describes all new features introduced in this release.
- The **Resolved Issues** section describes all issues that have been addressed by this release.
- The **Known Issues** section details any issues in this release that have been identified as requiring attention.

Need assistance? If you have any questions or you need assistance with installing this update, please contact your MYOB Accredited Business Partner. Alternatively, the answers to most common installation issues can be found on the MYOB Enterprise Knowledgebase at http://myobexo.custhelp.com/.

Installation

Pre-Install Requirements

Requirements for PCs running MYOB EXO Employer Services components are detailed in the Minimum System Requirements document, available on the [MYOB website](#).

Installing MYOB EXO Employer Services

Information on installing and upgrading MYOB EXO Employer Services is maintained on the MYOB Enterprise Knowledgebase. See the following articles:

- [Upgrading MYOB EXO Employer Services Online](#)
- [Upgrading MYOB EXO Employer Services Manually (Australia)](#)
- [How do I run Network.exe?](#)

> **Note:** Check the Known Issues section on page 15 for any known installation issues.

Check the Release

After the installation is complete, the version numbers of all MYOB EXO Employer Services applications should be as follows:

Application	Version
MYOB EXO Employer Services	2014.04
MYOB EXO Payroll	2014.04
MYOB EXO Employee Information	2014.04
MYOB EXO Time and Attendance	2014.04
Runtime Files	09.00.0000.7423

To check that this release installed successfully, check that the versions displayed on the About window (**Help menu > About**) match the versions listed here.

New Features

Superannuation Upload Reports

Two new reports are available on the Financial tab of the Select Report window:

- Superannuation Contributions
- Superannuation Employees

These reports produce CSV files that can be used to upload employee details or employee contributions to an external superannuation management system. Selecting one of these reports opens a window where you can select the employees to upload and the format of the upload file:

The **Output Options** dropdown for these reports contains the following options:

- CSV Output – this is the standard output format used by other EXO Employer Services reports, which allows the user to select the fields to output and the order they should be in.
- QuickSuper – this option exports data in the format used by the QuickSuper SMSF Gateway.
- SuperChoice – this option exports data in the format used by the SuperChoice superannuation contribution exchange service.

Export Format ID Fields

QuickSuper

The QuickSuper format uses three main fields to identify records:

- a Fund ID, which is the superannuation fund that the employee belongs to,
- a Member ID, which is the ID number that the employee has with that fund—records are consolidated by this ID number in the exported files.
- in some cases an Employer ID may also be required; this is the ID number that QuickSuper assigns to the company.

The Fund ID is taken from the **Unique Superannuation ID** field on the Superannuation Provider Maintenance window:

The Member ID is taken from the **Fund Number** field on the superannuation pay item in the employee's Standard Pay:

If QuickSuper requires that you supply an Employer ID number, this detail can be entered on the Print Report window:
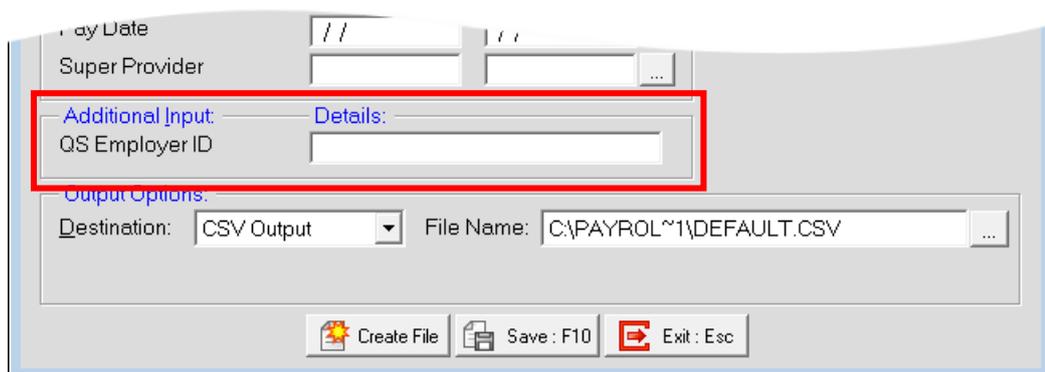
SuperChoice

The SuperChoice format uses two main fields to identify records:

- a Fund ID, which is the superannuation fund that the employee belongs to,
- a Member ID, which is the ID number that the employee has with that fund—records are consolidated by this ID number in the exported files.

The Fund ID is taken from the **Unique Superannuation ID** field on the Superannuation Provider Maintenance window. The SuperChoice format also allows you to specify an optional Superannuation Product Identification Number (SPIN) and Australian Business Number (ABN); these are taken from the Superannuation Provider Maintenance window as well:
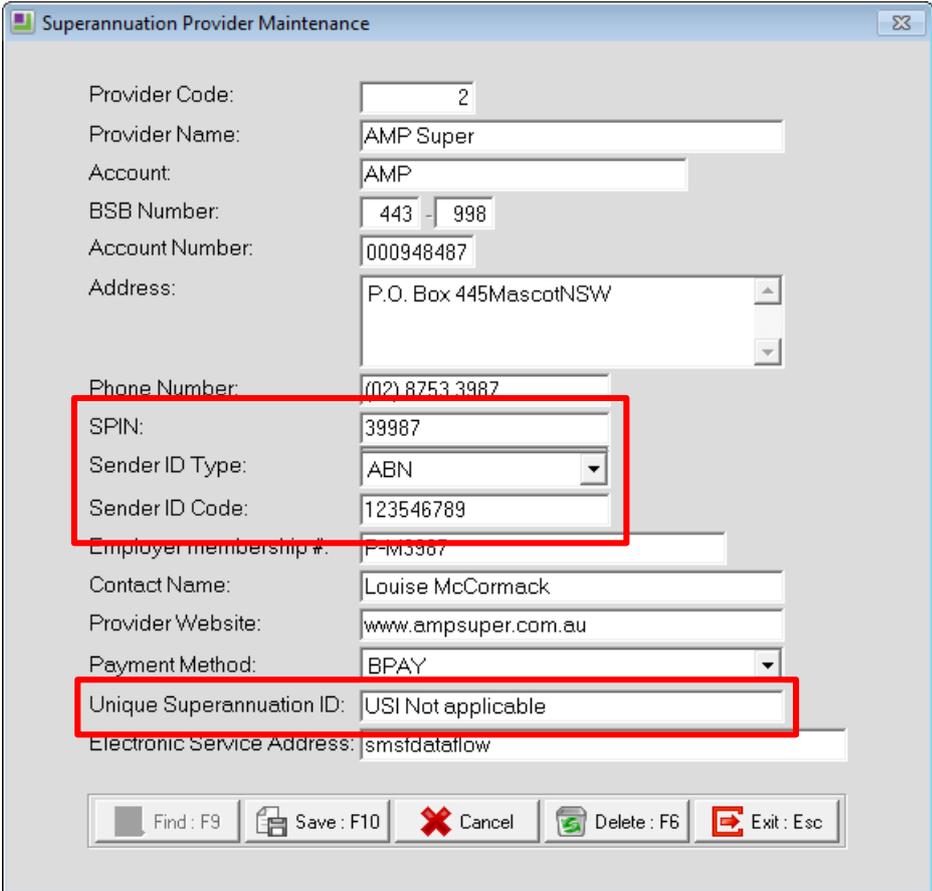
> **Note:** To enter an ABN, set the **Sender ID Type** to "ABN", then enter the ABN into the **Sender ID Code** field.

The Member ID is taken from the **Fund Number** field on the superannuation pay item in the employee's Standard Pay, in the same way as the QuickSuper format—see page 5.

Log Files

If the Superannuation Contributions report encounters any export errors when it is run, it creates a log file in the directory that the report is exported to. Log files are text files with the same name as the export file, with the date and time of the export appended, i.e. **<exportfilename>_Errors_<datetime>.txt**. Each log file contains a count of the number of records processed, and details of any records that were missing any mandatory fields.

Email Setup Options

This release adds options for sending emails via EXO Employer Services.

> **Note:** These new features require version 4.0 or later of the .NET Framework. This version is standard on Window 7 and Windows 8.

New settings are available on the Email connection section of the Setup Payroll window:
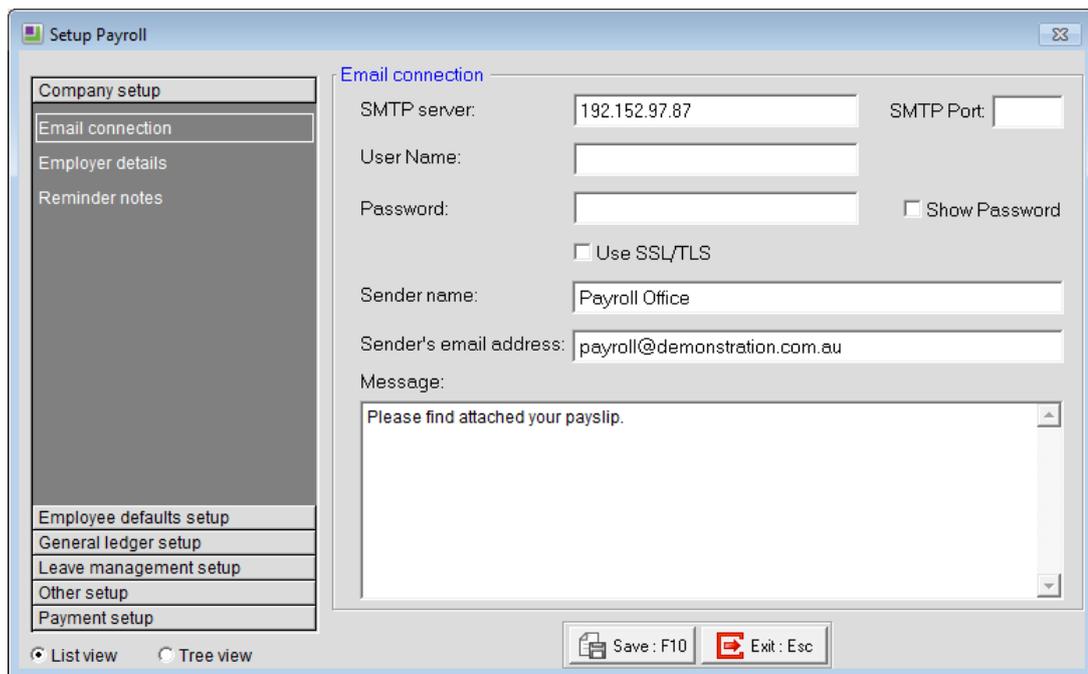
The **Email Server** setting has been renamed to **SMTP Server**, and the following settings have been added:

Setting	Description
SMTP Port	Specify the number of the port to send emails on. Consult your mail service provider or IT department for information on which port to use. This may depend on whether you want to use TLS or SSL encryption (see below). **Note:** In previous versions, the email port could be appended to the server name. This will still work if the **SMTP Port** field is blank; however, you should not append the port to the server name and enter it in the **SMTP Port** field.
User Name	For an internal mail server (such as Exchange Server) this will be the User ID as configured for the user account in the Mail program. For an ISP-hosted mail account this is the account name.
Password	This is the password for your mail account. Tick **Show Password** to show the characters of the password; if this option is not ticked, the password will be masked with asterisks.
Use SSL/TLS	Tick this box to secure emails using TLS or SSL encryption, if the SMTP server supports them. SSL takes precedence over TLS; if both are available, SSL encryption will be used.

The new settings are all optional; if you leave the **User Name** and **Password** blank, emails will be sent anonymously, as they were in previous versions.

Amended Payment Summary Reports

This release adds four new Amended Payment Summary reports. These allow you to submit amendments to Payment Summaries that have already been submitted to the ATO. The following new reports are available on the Payment Summaries tab of the Print Report window:

- Amended BPS (Business and Personal Services)
- Amended ETP (Employment Termination Payment)
- Amended INB (Individual Non-Business)
- Amended Electronic File (EMPDUPE)

New User Security settings are available to control access to these reports; by default, they copy the settings for the non-amended version of each report.

Note: When generating amended Payment Summaries, select only those employees whose data has been updated.

Changes to Child Support Deductions

From 1 January 2015, the Child Support Protected Earnings Amount (PEA) changed as follows:

Frequency	Amount
Weekly	$349.13
Fortnightly	$698.26
Monthly	$1,518.09

Any new Child Support Deductions created on 1 January 2015 or later will contain these values as defaults. MYOB EXO Payroll does not automatically update these amounts in existing Deductions, however; you must edit them on the Deductions Maintenance window for each Child Support Deduction:

The PEA amounts must be updated as shown for the first pay after 1 January 2015.

"In Lieu of Notice" Termination Payments

Genuine redundancy payments can include payments in lieu of notice—see the ATO's website for details. These payments are liable for superannuation.

The Termination Wizard in EXO Payroll now allows you to specify separate "In Lieu of Notice" payments as part of an employee's Employment Termination Payment (ETP):

When the new **Include Payment in Lieu of Notice** option on the final screen of the Termination Wizard is ticked, extra fields appear on the screen, allowing you to enter details of the Lieu of Notice portion of the ETP.

When the ETP is generated, Allowances will be created in the employee's pay with the type "TFT Lieu of Notice" and "ETP Lieu of Notice"; by creating separate Allowances for payments in lieu of notice, it is now possible to make these payments liable for Superannuation.

Enhancement to Unpaid Leave

The "Unpaid Leave" leave type was introduced in the 2014.01 release of EXO Employer Services. This release adds the ability to reduce employees' Hours Paid when they take Unpaid Leave. A new setup option has been added to the Setup Payroll window:
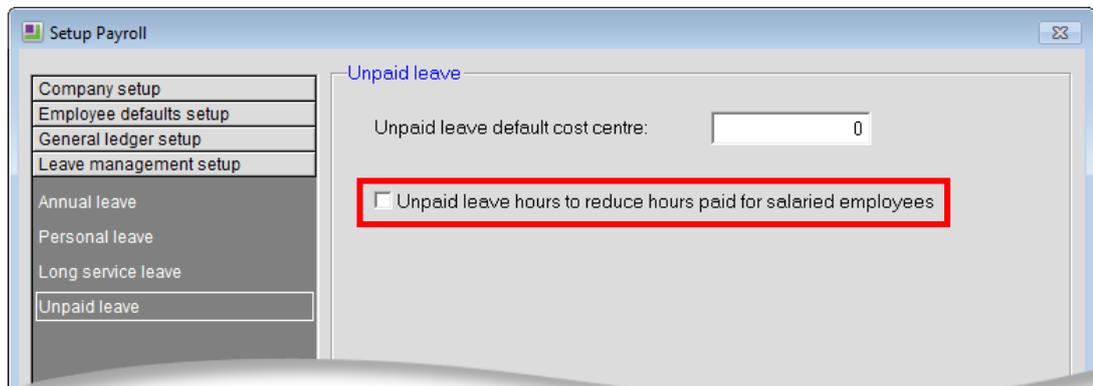
If this option is ticked, then when salaried employees take Unpaid Leave their Hours Paid will be reduced accordingly.

Resolved Issues

The following issues have been addressed in this release:

Problem Record	Service Request	Description
110127061606	110130184931 110130928230 110130928225 110102318171 110101615701 110063716772 110063716768 110063716764 110063716759 110063716755 110063716750 110063716746 110063716741 15889610251	When EXO Employer Services was installed on a server, Clarity reports could not be run on a client workstation, as an error message box would always appear. To resolve this issue, run the file **VFPOLEDBSetup.msi** on the affected workstation. This file is located in the main EXO Employer Services install folder (usually **C:\payrollv**).
17250436708	18771357704 18617866032 18607957089 18550859461 18241340782 17489645101 17485434354 17284124364 17250436693 16951033734	Errors could occur when entering a new employee, if the employee had the same surname as an existing employee—this was due to the system creating a duplicate Alpha Code for the new employee (Alpha Codes are based on the surname). This issue has been resolved; the system now creates unique Alpha Codes for employees in all circumstances.
110002040386	18863923936 18863923932 18863923926 18863923921	When adding a new Non Cash Benefit, an existing Superannuation item would be altered to appear as a Non Cash Benefit. This has been resolved.
18844266599	18741803692 18681875081	The Trial Balance report printed incorrectly when **Sort Order 1** was set to "Cost Centre". This has been resolved.
110095056860 13010398419	110148681890 110091475839 12992100764	The calendar days for leave processed in EXO Time and Attendance did not appear in EXO Payroll after posting. This has been resolved.
12861838222 110546058043	12861055067 110515191602 110515191581	The **Occupation** field on the Employee Maintenance window in EXO Employee Information was shorter than the equivalent field in EXO Payroll, which meant that data could be truncated if it had originally been entered in EXO Payroll. This has been resolved.

19430965018 19699149174	19354929701	If the name of the Custom Payslip was changed, the name change was not reflected on the MyStaffInfo website once the payslip was uploaded. This has been resolved.
12621449040	12621375948	The focus of the Reduce Salary window that appears when clicking **Save** from the Leave Management screen after processing a pay for a salaried employee now defaults to the **Reduce Salary** button; as this is the more commonly used option, this change speeds up the editing of employees' pays.
12425337136	12419535921	When posting from EXO Payroll to EXO Business, the GL Posting report did not show all invalid employees. This has been resolved.
19293621345	19210392651	The Termination Wizard includes new fields to allow In Lieu of Notice payments to be included in the Employment Termination Payment (see page 10).
19441105097	19320969721	The Phone Number field for employees in EXO Employee Information was shorter than the equivalent field in EXO Payroll. This has been resolved; both fields are now the same length.
110191848209	110158495091	Tax Free ETP amounts were not included in the PAYG for BAS Report (Tax tab). This has been resolved.
110400570271	19807930481	Where a company had no employees working past December 31, such as the company closing down, the EMPDUPE file set the Financial Year in the Payer Identity Data Record line to the year of the employees' pays rather than the Financial Year that the file was being created for, which meant that the EMPDUPE files would have to be manually corrected. This has been resolved.
12758359390	12758026696	A warning message is now displayed if a user attempts to overwrite a Direct Credit Transfer file, a Superannuation Transfer file or any CSV or PDF export file. Users are also warned if the file is locked.
19432786455	19181873781	In some cases, ETP values for one employee could be duplicated to others, affecting the EMPDUPE file and payment summaries. This has been resolved.
12472476763	12466829601	EXO Payroll includes an **Address Line 2** field on the Employee Maintenance window, but there was no corresponding field in EXO Employee Information. This has been resolved; an **Address Line 2** field has been added to the Contact Details tab of the Employee Maintenance window in EXO Employee Information.

111194791994	110803287561	The EMPDUPE file did not include employees who made a salary sacrifice of 100% of their annual earnings. This has been resolved.
11738703306	11738688710	In EXO Employee Information, Job Description points did not appear in the correct order when printing the Positions report (Print Report window) and the Position Description report (Position Maintenance window > Job Description tab). This has been resolved.
11738688705	11738671128	In EXO Employee Information, the labels on the Position Description report (Position Maintenance window > Job Description tab) were misaligned if the position's description contained more than one line of text. This has been resolved.
-	-	The Custom Payslip report always showed the employee's current leave balances, regardless of which pay period it was printed for. Leave balances are now taken from a "snapshot" table, which was introduced in EXO Employer Services 2013.01; when printing a custom payslip for any historical period after the 2013.01 version was installed, leave balances are now displayed as they were at that pay period.
-	-	The **Financial year lockdown date** setting on the Setup Payroll screen (Other setup > Other) used the Pay Period Start Date, which meant that the system stopped users from creating pays that began in one financial year but ended in the next. This has been resolved; the setting now references the Physical Pay Date to lock down pay periods.
-	-	The year-to-date hours figure in the Annual Leave report could be incorrect, as it included leave paid in open pays. This has been resolved.

Known Issues

The following Known Issues have been identified in this release.

Error 2066 in a networked environment

The FoxPro error: "2066/Index file [filename].CDX is corrupt. Please rebuild it" can occur persistently on network systems that have a Server 2008 operating system with workstations running Windows Vista, Windows 7 or 2008 Terminal Server; or peer-to-peer networks where the server/workstation is running a Windows Vista or Windows 7 operating system, and one or more other workstations are also using a Windows Vista or Windows 7 operating system.

For information on this issue and suggested workarounds, see the following articles on the MYOB Enterprise Knowledgebase:

- [What to do when getting an Error 2066 message](#)
- [Consistent error 2066 in a networked environment](#)